



December 8, 2003  
OPEN RECRUITMENT

**AIR QUALITY INSTRUMENT SPECIALIST I: Salary Range \$48,361.20 - 58,783.32**  
**AIR QUALITY INSTRUMENT SPECIALIST II: Salary Range \$53,318.28 – 64,808.64**  
**Plus excellent Benefits (Including District Paid 7% PERS Retirement**  
**Initial hire is normally set at the entry salary**

The Bay Area Air Quality Management District is currently recruiting for two (2) entry level Air Quality Instrument Specialist I and/or journey level Air Quality Instrument Specialist II positions. The Air Quality Instrument Specialist I, under close supervision and the Air Quality Instrument Specialist II, under general direction, performs a wide range of office and field duties related to the use and maintenance of air monitoring, source test engineering, and/or meteorological data collection equipment, and other related duties as assigned.

**EXAMPLES OF DUTIES:**

- Installs, operates, maintains, calibrates, audits and repairs electronic instrumentation and mechanical equipment used in ambient air monitoring, source testing, and meteorological fieldwork. This work may include telecommunications equipment related to data collection systems
- Evaluates the performance of electronic instrumentation and mechanical equipment, troubleshoots malfunctioning equipment, and replaces or repairs parts, components, and assemblies.
- Conducts quality assurance/quality control tests and audits on air monitoring, source testing and meteorological equipment and instruments and ensures accurate calibration in conformance with District, State and Federal requirements.
- Maintains equipment maintenance and instrument calibration records.
- Reviews, evaluates, summarizes and records data collected electronically or manually and ensures its completeness, validity and compliance with regulatory guidelines.
- Fabricates, modifies and installs equipment for specific and specialized projects and studies of source emissions, ambient air concentrations, and meteorological conditions.
- Installs electronic instrumentation and mechanical equipment, sets up new towers at meteorological collection sites, and tests and records applicable physical parameters at field locations.
- Prepares and collects various samples of air pollutants.
- Maintains detailed technical records and prepares periodic and special reports.
- Recommends new or alternate equipment and procedures.
- Orders materials and parts.
- Participates in the writing of Standard Operating Procedures.

**MINIMUM QUALIFICATIONS:**

***Air Quality Instrument Specialist I:*** Equivalent to an associates degree in electronics, engineering, computer science, a physical science or a closely related field and one year of experience in installing, operating and maintaining a variety of computer hardware and system applications software, telecommunications, mechanical and electronic aerometric instrumentation, and source testing equipment.

***Air Quality Instrument Specialist II:*** In addition to the above, two years of experience in installing, operating and maintaining a variety of computer hardware and system applications software, telecommunications, specialized air monitoring instrumentation, source testing engineering equipment, or meteorological equipment including sound frequency radar equipment.

Strong technical writing skill and skill in the use of a personal computer are desirable qualifications.

**OTHER REQUIREMENTS:** Must possess a valid California driver's license. Both positions require the physical strength and agility to climb ladders or on towers and smokestacks while carrying equipment and tools under adverse meteorological and air quality conditions, work at heights of up to 150 feet, and move cylinders of compressed gas weighing up to 150 pounds.

**CANDIDATES WILL BE SCREENED ON THE MOST APPLICABLE OF THE FOLLOWING CRITERIA:**

**Knowledge of:**

- Principles, theories and techniques of electronics.
- The installation, operation, calibration, modification, maintenance and repair of computer hardware and system applications software, telecommunications, electronic and mechanical test equipment, analytical or meteorological instruments and related equipment.
- Principles and practices of meteorological tower instrumentation and sound frequency radar, or analytical instrumentation used for monitoring and measuring air contaminants or data processing as it relates to information systems, electronic testing and data transmission.
- Basic principles of physics, mathematics and chemistry
- Applicable District rules and regulations, state and federal laws, including safety regulations.
- Standard personal computer software techniques for developing systems and for instructing others in their use.
- Procedures necessary to maintain the integrity and security of data in networked systems.
- Methods of instructing others in use of personal computer and mainframe application.

**Skill in:**

- Installing, operating, calibrating, repairing and maintaining a variety of computer hardware and system applications software, telecommunications, mechanical and electronic test equipment, analytical or meteorological instrumentation and related equipment.
- Gathering, evaluating, tabulating and recording data.
- Reading and understanding plans, schematics and diagrams.
- Working independently with minimal supervision.
- Observing safe work methods and practices.
- Operating a motor vehicle safely.
- Climbing and working on instrumented towers.
- Analyzing user problems, evaluating alternatives and reaching sound conclusions.
- Training user department staff in the operation of new or revised computer applications, including explaining system concepts to non-technical users.

**HOW TO APPLY:** Interested individuals must submit a completed BAAQMD application along with their responses to the supplemental application questions to the Human Resources Office **no later than 5:00 p.m. on Friday, January 2, 2004.** For an application packet, contact the Human Resources Office at (415) 749-4980. Completed application packets should be returned to: Bay Area Air Quality Management District, 939 Ellis Street, Fourth Floor, San Francisco, CA 94109, Attn: Human Resources Office. Except as requested in this announcement, do not include any additional documents, such as letters of recommendation, performance evaluations, work samples, etc. They will not be considered. A resume may be included but will not be accepted in lieu of an official BAAQMD application. Postmarks, faxes, and e-mails will not be accepted.

**SELECTION PROCESS:** Selection will be based upon a competitive examination consisting of an evaluation of answers to the supplemental application questions and an interview. Depending on the number of qualified applications received, a training and experience evaluation based on the submitted materials (screening panel) and/or a panel interview may be held. As a result of the screening of supplemental application responses, only those applicants with the most directly related experiences will be referred to the interview panel (weighted 100%).

The District reserves the right to utilize these procedures or any other selection procedures deemed appropriate.

Persons with disabilities who may require reasonable accommodations during the application and/or selection process should notify the Human Resources Office at (415) 749-4980.